



**Town of Princeville
Board of Commissioners
Special Call Meeting Minutes
May 1, 2024, at 5:30 PM
201 South Main Street, Tarboro, NC 27886**

Board Present: Mayor Bobbie Jones, Mayor ProTem Myrick, Commissioner Vananza Brown, Commissioner Alvin Jones, Commissioner Lee V Staton

Staff Present: Interim Town Manager Ronald Jackson, Town Clerk Alexis Carter, Senior Center Director Mary Tate

- I. Call to Order:** Meeting called to order at 5:35pm by Mayor Jones.
- II. Invocation:** Commissioner Jones
- III. Public Comments:** NONE
- IV. Announcements**
 - 1) In the event of an emergency, please use any exit that is the safest.
 - 2) Special Call Meeting May 11, 2024 @ 10AM-4PM: Annual Retreat
- V. Special Call Items**
 - 1) Proposed Budget 2024-2025

Mr. Jackson explained to the board that he took the expenditures through the month of March and estimated what the expenditures and revenue would be through the remainder of the year. Using those figures he set the bottom-line budget for the next fiscal year. Mr. Jackson explained the revenue portion of the proposed budget and engaged in a question-and-answer session with the board. Mr. Jackson reminded the board that they drive the budget, and that information should be given to them quarterly. Mr. Jackson asked is there a resolution that says funds roll over from year to year. Mayor Jones stated that the funds stay with us. Mayor Jones informed Mr. Jackson that anything less than \$3,000 is jurisdiction of the office and anything more than that amount must be approved by the board.

Mr. Jackson informed the board that PYA director Ms. Dee Draughn turned in her resignation.

Mr. Jackson also informed the board that effective 05/01/2024 the purchase requisition protocol has changed so that verification of funds is done prior to purchase.

Ms. Tate, senior center director, mentioned her concern regarding seniors traveling up and down the steps and ramp.

Mr. Jackson suggested that the board should look into employee salaries and raises, especially for those individuals who have remained with the town for a long time. He also encouraged the board to be aware of the town's finances.

Mayor ProTem Myrick asked Mr. Jackson to research cheaper insurance options for town vehicles. Mr. Jackson stated that he would look into this. Mr. Jackson also mentioned that there needs to be a maintenance schedule for vehicles and computer equipment.

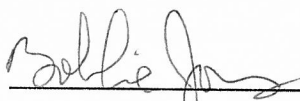
Commissioner Jones stated that the gentleman who cut down the tree at the Fire Department a year ago has not been paid. He stated that he is not sure who the gentleman is. Mr. Jackson stated that he will look into this.

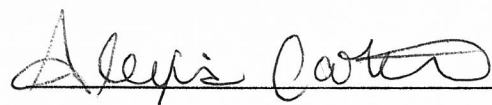
Mayor ProTem Myrick stated that Mr. Telfair the new owner of Pioneer Courts needs to be reimbursed for the waste that he was charged.

- 2) Funding for 53 & 88 Acres
Mr. Patterson stated that Emergency Management is recommending allowing each bid to lapse and rebid. He stated that there are many reasons that have led to this decision. He mentioned that there are some dangers in going this route which may lead to it being challenged.
- 3) Legislative Appropriations Funding: Mr. Jackson notified the board that he needs the scope of work done. Mr. Jackson also explained that the scope of work can be adjusted later. He explained that the funding can be used for anything the general fund would be used for.
- 4) Retention Schedule: Mr. Jackson informed the board that we need to adopt the State's retention schedule. **Commissioner Jones motioned to adopt the state's retention schedule, seconded by Mayor ProTem Myrick. Vote carried 4-0.**

Mr. Jackson asked the board to sign a document stating that he has been appointed as the new administration. The document will be used as supporting documentation when he is working to get access to the different websites and logins. The board signed the provided documentation. Mr. Jackson also notified the board that the locks to the front and back door had been changed.

VI. Adjournment: Commissioner Jones motioned to adjourn, seconded by Mayor ProTem Myrick. Vote carried 4-0.

 06/18/2024
Bobbie Jones, Mayor Date

 6/20/24
Alexis Carter, Town Clerk Date